

# Retention and Classification Report

**Agency:** Weber County (Utah). County Commission (1289)

Weber Center  
2380 Washington Blvd. #360  
Ogden, UT 84401

## Records Officer

05311 \*Committee reports  
05272 \*Construction project bids  
05280 \*Correspondence  
05308 \*County agencies' reports  
80218 Exhibit files  
84301 Minutes  
12512 \*Old age pension record  
05277 \*Ordinances  
05296 \*Petitions  
05271 \*Petitions for appointment  
13553 \*Poorhouse register  
05270 \*Property inventories  
25220 Publications  
12513 \*Road book  
05285 \*School system records

**AGENCY:** Weber County (Utah). County Commission

**SERIES:** 5311

3

**TITLE:** Committee reports

**DATES:** 1902-1906.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Weber County (Utah). County Commission

**SERIES:** 5272

3

**TITLE:** Construction project bids

**DATES:** 1903-1905.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Weber County (Utah). County Commission

**SERIES:** 5280

3

**TITLE:** Correspondence

**DATES:** 1897-1911.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. The records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 7.

**AUTHORIZED:** 07/25/2013

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

**AGENCY:** Weber County (Utah). County Commission

**SERIES:** 5308

3

**TITLE:** County agencies' reports

**DATES:** 1877-1913.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Weber County (Utah). County Commission

**SERIES:** 80218

3

**TITLE:** Exhibit files

**DATES:** 1919-

**ARRANGEMENT:** Numerical by exhibit number

**DESCRIPTION:**

These files contain exhibits for issues being discussed in open county commission meetings. They include copies of correspondence, license applications, reports, drawings, proof of publications, copies of resolutions, copies of petitions, copies of ordinances, copies of audits, and insurance forms.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1988

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1919 through 1945. Retain in Office for 10 years after being microfilmed and then destroy provided microfilm has passed inspection.

Paper: For records beginning in 1945 and continuing to the present. Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

Paper copy: For records beginning in 1945 and continuing to the present. Retain in Office for 2 years and then destroy.

Microfilm master: Retain in State Archives permanently with

**AGENCY:** Weber County (Utah). County Commission

**SERIES:** 80218

**TITLE:** Exhibit files

(continued)

authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

Over sixty percent of these files contain duplicates of records maintained in other county files. All items contained in these files are discussed in the county commission minutes. The office wants to maintain the originals for two years to document what exhibits commissioners were given. It has been determined that files contain the record copy of all correspondence received by the commission and reports not widely circulated. These items should be transferred to the Archives. In examining these files it was determined the period from 1919 to 1945 contains fewer duplicates and more originals (particularly of correspondence).

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Weber County (Utah). County Commission

**SERIES:** 84301

3

**TITLE:** Minutes

**DATES:** 1915-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are minutes of regular and special meetings of the county commissioners. They are used to document the actions and decisions of the commission. County commission minutes record the appointments of county officials; the receipt of citizen's petitions; the adoption of annual budgets; the review of tax receipts and rates; and the discussions of public services such as roads, water, sewage, police and fire protection. These minute books include the time and place of the meeting, names of commissioners present and absent, summary of the proceedings and decisions made by the board.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 10.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until microfilmed and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**



**AGENCY:** Weber County (Utah). County Commission

**SERIES:** 84301

**TITLE:** Minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Weber County (Utah). County Commission

**SERIES:** 12512

3

**TITLE:** Old age pension record

**DATES:** 1929-1936.

**ARRANGEMENT:** Alphabetical by first letter of surname

**TOTAL VOLUME:** 0.10 cubic feet.

**DESCRIPTION:**

This book documents persons receiving old age pensions. "The board [of commissioners] may grant a monthly pension in such amount as it may determine, not to exceed \$25 a month, to be paid out of the county treasury to any person who has attained the age of sixty-five and is incapacitated to gain a livelihood . . . " (Rev. Stat. Utah 19-12-2 (1933)). Prospective pensioners were required to annually submit a completed form and appear before the county commission and the county clerk. Pensioners had to meet eight criteria which included residency requirements (U.S. citizenship, state and county residency), have an annual income of \$300 or less, and have no relative legally responsible for their support. Recipients were also barred from receiving other public aid (Rev. Stat. Utah 19-12-3 (1933)). The book includes the application number, applicant's name and address, action taken (granted, denied, pension increased), and amount of pension granted.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This disposition is based on the historical value of these records in documenting old age pensions.

**AGENCY:** Weber County (Utah). County Commission

**SERIES:** 12512

**TITLE:** Old age pension record

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Weber County (Utah). County Commission

**SERIES:** 5277

3

**TITLE:** Ordinances

**DATES:** 1897-1902; 1904-1906.

**ARRANGEMENT:** Chronological.

**TOTAL VOLUME:**

**DESCRIPTION:**

These volumes contain the handwritten original copies of county ordinances approved by the Weber County Commission. They contain: date, text of the ordinance, signatures of the commission chairman and county clerk.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 02/03/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Weber County (Utah). County Commission

**SERIES:** 5296

3

**TITLE:** Petitions

**DATES:** 1892-1903.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Weber County (Utah). County Commission

**SERIES:** 5271

3

**TITLE:** Petitions for appointment

**DATES:** 1891-1902.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Weber County (Utah). County Commission

**SERIES:** 13553

3

**TITLE:** Poorhouse register

**DATES:** 1888-1903.

**ARRANGEMENT:** none

**TOTAL VOLUME:**

**DESCRIPTION:**

The register contains the name of the officers of the poor house including the superintendent, matron and medical attendant. The registers also includes the names of individuals at the poor house, sex, birth date and location, date and cause of admission, date and cause of discharge (including death) and remarks.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

**AGENCY:** Weber County (Utah). County Commission

**SERIES:** 5270

3

**TITLE:** Property inventories

**DATES:** 1899-1901.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.



**AGENCY:** Weber County (Utah). County Commission

**SERIES:** 25220

3

**TITLE:** Publications

**DATES:** 1975-

**ARRANGEMENT:** Chronological by year.

**TOTAL VOLUME:**

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for Weber County or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include "Weber County. . . Yesterday Today and Tomorrow" (1975) and "Department of Aging and Volunteer Services - Programs, Services" (n.d.)

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 22.

**AUTHORIZED:** 04/02/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

**AGENCY:** Weber County (Utah). County Commission

**SERIES:** 25220

**TITLE:** Publications

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Weber County (Utah). County Commission

**SERIES:** 12513

3

**TITLE:** Road book

**DATES:** 1852-1902.

**ARRANGEMENT:** Chronological.

**TOTAL VOLUME:** 0.20 cubic feet.

**DESCRIPTION:**

This book documents the actions of the Weber County Court/Commission in establishing county roads. It includes the date action taken, a summary of county court/commission decision, and a legal description of the county road.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This disposition is based on the historical value of these records in documenting the development of county roads.

**AGENCY:** Weber County (Utah). County Commission

**SERIES:** 12513

**TITLE:** Road book

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Weber County (Utah). County Commission

**SERIES:** 5285

3

**TITLE:** School system records

**DATES:** 1880-1899.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.